

**State of Connecticut – Department of Environmental Protection
Bureau of Materials Management and Compliance Assurance
Water Permitting and Enforcement Division
Standard Operating Procedure**

Title: Procedure to draft a Data Tracking and Technical Fact Sheet.

Effective Date: December 23, 2009

Applicability: This Standard Operating Procedure (SOP) applies to the Bureau of Materials Management and Compliance Assurance/Water Permitting and Enforcement Division (WPED)/Permitting Program. This Procedure applies to the all WPED staff responsible in the drafting of a NPDES Permit.

Purpose: The Procedure outlines the steps necessary to draft a NPDES Permit.

Guidelines and Procedures: The following steps are to be followed in the drafting of the Data Tracking and Technical Fact Sheet.

Step 1: **Permit, Address, and Facility Data**

The SE shall complete this whole section since all the parts apply.

Step 2: **Permit Information**

The SE shall complete all the applicable parts in this section. For new application, the SE shall complete the NPDES Rating Worksheet provided in Appendix C of the SOP.

Step 3: **Compliance Issues**

The SE shall complete this section only if it applies.

Step 4: **Ownership Code, DEP Staff Engineer Name, NPDES Discharge Code**

The SE shall complete this whole section. The SE can obtain the drainage basin code and the water quality standard from the existing permit Fact Sheet, the permit application or the Connecticut Water Quality drainage basin map in the Bureau of Water Management and Land Reuse, Planning and Standard Division.

The SE shall delete the statements relating to sanitary sewer and underground injection discharges since they are not applicable.

Step 5: **Nature of Business Generating Discharge**

The SE shall provide a brief explanation of the nature of the business generating the discharge. The SE can obtain this information from the permit application.

Step 6: **Process and Treatment Description (by DSN)**

The SE shall explain the process and treatment provided for each discharge. This information can be obtained from the permit application.

Step 7: **Resources Used to Draft Permit**

The SE shall check off all applicable regulations and documents used to draft the permit.

Step 8: **Basis for Limitations, Standards or Conditions**

The SE shall complete this section and delete the parts that do not apply.

Step 9: **General Comments**

The SE shall review all parts of this section, complete the applicable section and delete the sections that do not apply.

Step 10: **Other Comments**

The SE shall provide a brief explanation on how the effluent limits and monitoring in the draft permit are developed. The SE should also reference and/or attach any Interoffice Memorandum received from other DEP programs received in drafting the permit. The SE should also attach the completed NPDES Permit Quality Review Checklist, water quality and reasonable potential analyses spreadsheet to the Fact Sheet. If applicable, the SE should also provide anti-degradation explanation consistent with the Connecticut Water Quality Standards.

For facilities that require Sections 316(a) and (b) of the Federal Water Pollution Control Act (FWPCA) decision in the permit, the SE shall provide an explanation on how the determination in the draft permit was made.

The SE shall review other existing permits with Sections 316(a) and (b) of the FWPCA (power plant permits) for guidance on developing the language necessary for these particular discharges. The SE shall also check with the SSE on how to proceed.

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| <p>Note: If the SE is not sure of how to complete any part of the permit Fact Sheet or have any questions or comments with respect to any section, the SE should check with the SSE.</p> |
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APPROVALS:

Bureau Materials Management & Compliance Assurance
Water Permitting and Enforcement Division Program Manager

Oswald Inglese, Jr., Director

/S/ Oswald Inglese, Jr.

Date: December 23, 2009